

**Enrolled Minutes of the Fifty-First Regular (Rescheduled) Meeting  
Of the Twenty-Sixth Highland Town Council  
Tuesday, February 09, 2010**

*Study Session.* The Twenty-Sixth Town Council of the Town of Highland, Lake County, Indiana met in a study session preceding the regular but rescheduled meeting on Tuesday, February 09, 2010 at 6:30 O'clock P.M. in the regular place, the upper meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

*Silent Roll Call:* Councilors Bernie Zemen, Mark A. Herak, Dan Vassar, Brian Novak and Konnie Kuiper were present. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**General Substance of Matters Discussed.**

1. The Town Council discussed the agenda of the imminent meeting.
2. The Town Council and the Public Works Director discussed the purchase and delivery of a new truck, the use of the surface solution from beet juice in snow and ice weather conditions and the snow plowing program.

The study session ended at 6:59 O'clock p.m.

*Regular Meeting.* The Twenty Sixth Town Council of the Town of Highland, Lake County, Indiana met in its regular (rescheduled) session on Tuesday, February 09, 2010 at 7:00 O'clock p.m. in the regular place, the plenary meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

The Town Council President Mark A. Herak presided and the Town Clerk-Treasurer was present to memorialize the proceedings.

The session was opened with the Town Councilor Bernie Zemen leading the pledge of allegiance to the United States Flag and offering a prayer.

**Roll Call:** Councilors Bernie Zemen, Mark A. Herak, Dan Vassar, Brian Novak and Konnie Kuiper were present. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**Additional Officials Present:** Rhett L. Tauber, Town Council Attorney; John M. Bach, Public Works Director; Pat Vassar, Assistant Metropolitan Police Chief; Alex M. Brown, CPRP, Parks and Recreation Superintendent; and Cecile Petro, Redevelopment Director were also present.

Ed Dabrowski of the Park and Recreation Board was also present.

**Minutes of the Previous Session**

The minutes of the regular meeting of 25 January 2010 were approved by general consent.

**Special Orders:**

1. **Special Presentation:** An Appreciation of **Dan Vassar** for service as the **57th** President of the Legislative Body. The presentation was to take place originally at the meeting of 25

January 2010. However, Councilor Vassar was absent owing to a work-related travel commitment. The Town Council Presented to Councilor Dan Vassar a plaque in which it was expressed appreciation on behalf of the Town Council, the Town Clerk-Treasurer and the people of Highland, for his service as their 57<sup>th</sup> Town Council President.

**Staff Reports:** The Council received the following reports as information for the record:

• **Building & Inspection Report for January 2010**

| Permit Type                         | Number.   | Residential | Commercial | Est. Cost           | Fees              |
|-------------------------------------|-----------|-------------|------------|---------------------|-------------------|
| Commercial Buildings:               | 0         | 0           | 0          | \$0.00              | \$0.00            |
| Commercial Additions or Remodeling: | 2         | 0           | 2          | \$43,400.00         | \$826.00          |
| Signs:                              | 1         | 0           | 1          | \$1,300.00          | \$265.50          |
| Single Family:                      | 0         | 0           | 0          | \$0.00              | \$0.00            |
| Duplex/Condo:                       | 0         | 0           | 0          | \$0.00              | \$0.00            |
| Residential Additions:              | 0         | 0           | 0          | \$0.00              | \$0.00            |
| Residential Remodeling:             | 14        | 14          | 0          | \$75,954.00         | \$1,685.00        |
| Garages:                            | 0         | 0           | 0          | \$0.00              | \$0.00            |
| Sheds:                              | 0         | 0           | 0          | \$0.00              | \$0.00            |
| Decks & Porches:                    | 0         | 0           | 0          | \$0.00              | \$0.00            |
| Fences:                             | 0         | 0           | 0          | \$0.00              | \$0.00            |
| Swimming pools:                     | 0         | 0           | 0          | \$0.00              | \$0.00            |
| Drain Tile /Waterproofing           | 2         | 2           | 0          | \$8,928.00          | \$234.00          |
| Misc. (water damage repair):        | 1         | 1           | 0          | \$24,784.75         | \$397.50          |
| <b>Total:</b>                       | <b>20</b> | <b>17</b>   | <b>3</b>   | <b>\$154,366.75</b> | <b>\$3,408.00</b> |
| <b>Electrical Permits</b>           | <b>4</b>  | <b>3</b>    | <b>1</b>   |                     | <b>\$355.00</b>   |
| <b>Mechanical Permits</b>           | <b>0</b>  | <b>0</b>    | <b>0</b>   | <b>0</b>            | <b>\$0.00</b>     |
| <b>Plumbing Permits</b>             | <b>7</b>  | <b>6</b>    | <b>1</b>   |                     | <b>\$733.00</b>   |
| <b>Water Meters</b>                 | <b>2</b>  | <b>1</b>    | <b>1</b>   |                     | <b>\$725.00</b>   |
| <b>Water Taps</b>                   | <b>0</b>  | <b>0</b>    | <b>0</b>   |                     | <b>\$0.00</b>     |
| <b>Sewer/Storm Taps</b>             | <b>0</b>  | <b>0</b>    | <b>0</b>   |                     | <b>\$0.00</b>     |
| <b>Total:</b>                       | <b>9</b>  | <b>7</b>    | <b>2</b>   |                     | <b>\$1,458.00</b> |

**January Code Enforcement:** 161 warnings issued and 17 citations were issued.

There were 20 building inspections, 10 plumbing inspections, and 15 electrical inspections. There were no electrical exams given.

• **Fire Department Report for January 2010**

|                 | Month | Y.T.D. | Previous Y.T.D. | Task Hours |
|-----------------|-------|--------|-----------------|------------|
| General Alarms  | 13    | 13     | 16              |            |
| Car Fires       | 0     | 0      | 0               |            |
| Still Alarms    | 4     | 4      | 8               |            |
| Ambulance calls | 0     | 0      | 0               |            |

• **Workplace Safety Report for January 2010**

There was one incident reported in January. The following incident summary was filed:

| Department       | Injuries<br>this Month | Year to<br>Date<br>2010 | Total in<br>2009 | Restricted<br>Days 2010 | Lost<br>Workdays<br>This Year | Restricted<br>Days Last<br>Year (2009) | Lost<br>Workdays<br>Last Year<br>(2009) |
|------------------|------------------------|-------------------------|------------------|-------------------------|-------------------------------|--|---|
| Parks            | 0                      | 0                       | 2                | 0                       | 0                             | 0                                      | 0                                       |
| Fire             | 0                      | 0                       | 0                | 0                       | 0                             | 0                                      | 0                                       |
| Police           | 1                      | 1                       | 9                | 0                       | 0                             | 0                                      | 0                                       |
| Street           | 0                      | 0                       | 4                | 0                       | 0                             | 0                                      | 0                                       |
| Water &<br>Sewer | 0                      | 0                       | 4                | 0                       | 0                             | 18                                     | 82                                      |
| Maint.           | 0                      | 0                       | 0                | 0                       | 0                             | 0                                      | 0                                       |
| Other            | 0                      | 0                       | 0                | 0                       | 0                             | 0                                      | 0                                       |
| <b>TOTALS</b>    | 1                      | 1                       | 19               | 0                       | 0                             | 18                                     | 82                                      |

Effective January 1, 2002, OSHA changed the record keeping guidelines. The municipality now counts the number of days lost from the day after the injury until the employee returns to work. Weekend, holidays, vacation days or other days scheduled off are included in the lost days count to a maximum of 180 days.

**Appointments:**

• **Statutory Boards and Commissions**

Executive Appointments made by Town Council President

Legislative or Fiscal Body Appointments made by Town Council

*Executive Appointments (statutory)*

1. **Economic Development Commission:** (1) appointment to be made by Town Council President. *The Town Council President indicated that he was not yet ready to make an appointment.*

**Legislative Appointments (statutory)**

1. **Special Resolution No. 2010-05:** A Joint Resolution Approving and Authorizing the Appointment of a Representative to the Regional Bus Authority Representing the Towns of Griffith, Highland and Munster, all pursuant to IC 36-9-3-5(C)(4) et seq.

Councilor Vassar moved to pass and adopt Resolution No. 2010-05, which approves the appointment of Cordell Surret, 1439 Birch Street, Griffith, Indiana as the joint appointee to the Regional Bus Authority. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

**SPECIAL JOINT RESOLUTION  
REGIONAL BUS AUTHORITY APPOINTMENT**

**TOWN OF GRIFFITH RESOLUTION NO. 2010-07  
TOWN OF HIGHLAND RESOLUTION NO. 2010-05  
TOWN OF MUNSTER RESOLUTION NO. 1896**

**A JOINT RESOLUTION APPROVING AND AUTHORIZING THE APPOINTMENT OF A REPRESENTATIVE  
TO THE REGIONAL BUS AUTHORITY REPRESENTING THE TOWNS OF GRIFFITH, HIGHLAND AND  
MUNSTER, ALL PURSUANT TO IC 36-9-3-5(C)(4) ET SEQ.**

**Whereas**, The Fiscal Body of Lake County, did pass and its Executive did adopt an ordinance to establish a Regional Bus Authority, pursuant to IC 36-9-3 et sequitur; and

**Whereas**, The Lake County Regional Bus Authority, is under the control of a board comprised of 21 members, to which the municipalities of Griffith, Highland and Munster, through their fiscal bodies, have a single, joint appointment, pursuant to IC 36-9-3-5(c)(4);

**Whereas,** The members of the Board of the Lake County Regional Bus Authority serve for a term of two years, pursuant to IC 36-9-3-6(b)(1);

**Whereas,** The member currently serving on the Board, whose appointment is authorized under IC 36-9-3-5(c)(4), is presently subject to re-appointment; and

**Whereas,** The fiscal bodies of Griffith, Highland and Munster, note that the member currently serving on the Board, whose appointment is authorized under IC 36-9-3-5(c)(4), **Mr. Cordell Surret**, capably and well serves on the board, having vocational experience as a public transportation professional; and

**Whereas,** The fiscal bodies of Griffith, Highland and Munster, as the appointing authority, are desirous of re-appointing the member currently serving on the Board, whose appointment is authorized under IC 36-9-3-5(c)(4),

**NOW, THEREFORE, BE IT RESOLVED BY THE FISCAL BODIES of the MUNICIPALITIES IDENTIFIED ON THE ATTACHED PARTICIPANT COUNTERPART JURATS, AS FOLLOWS:**

**Section 1:** That the following identified member currently serving on the Board, whose appointment is authorized under IC 36-9-3-5(c)(4), be hereby re-appointed to the Board of the Lake County Regional Bus Authority, for the statutory term, at the pleasure of the appointing authority, *concluding on January 1, 2012*, until a successor is appointed and qualified, subject to the limitation in IC 36-9-3-6(d):

Cordell Surret  
1439 Birch Street  
Griffith, Indiana 46319

**Section 2:** That this resolution shall take effect from and after its passage and adoption by the fiscal body of the Town of Griffith, the fiscal Body of the Town of Highland and the fiscal body of the Town of Munster, all of Lake County, Indiana, as evidenced by the attached participant counterpart jurats, each of which when so executed shall be deemed to be an original, and such counterparts, together, shall constitute but one and the same instrument, which shall be sufficiently evidenced by any such original counterpart.

**Section 3:** That the Clerk-Treasurer of the Town of Highland is hereby instructed to transmit this resolution and participant counterpart jurats to the fiscal bodies identified in IC 36-9-3-5(c)(4) (A) and (C), and be responsible to cause originals of this resolution, if adopted, to be filed with those fiscal bodies, and to communicate the action of the appointing authority to the Lake County Regional Bus Authority.

#### **Participant Counterpart and Jurat**

**EFFECTIVE DATE.** This resolution shall be effective as set forth in Section 2 of the resolution after the same has been ratified by each of the participating entities, all pursuant to IC 36-9-3-5(c)(4).

**DULY RESOLVED and ADOPTED** this 9<sup>th</sup> Day of February 2010 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN of HIGHLAND, INDIANA**  
3333 Ridge Road, Highland, Indiana 46322-2089

Through its Town Council, which is the fiscal body of the municipality, pursuant to IC 36-1-2-6(4) and is a fiscal body authorized to participate in the joint appointment pursuant to IC 36-9-3-5(c)(4)(B).

By:

\_\_\_\_\_  
Mark A. Herak, President (IC 36-5-2-10)

**Attest:**

\_\_\_\_\_  
Michael W. Griffin, Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

#### **Unfinished Business and General Orders:**

1. **Works Board Order No. 2010-05:** An Order Authorizing and Approving the *twelfth* change order to the construction Contract R-30936-A related to the Kennedy Avenue Improvement Project, Northern Terminus at Little Calumet River and southern Terminus at Ridge Road, a Federal Aid Highway Project, all pursuant to IC 36-1-12-18.

Councilor Novak moved the passage and adoption of the Works Board Order No. 2010-05. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The Works Board Order was adopted.

THE TOWN of HIGHLAND  
ORDER of the WORKS BOARD NO. 2010-05

AN ORDER AUTHORIZING and APPROVING THE TWELFTH CHANGE ORDER to the CONSTRUCTION CONTRACT R-30936-A RELATED to the KENNEDY AVENUE IMPROVEMENT PROJECT, NORTHERN TERMINUS AT LITTLE CALUMET RIVER AND SOUTHERN TERMINUS AT RIDGE ROAD, A FEDERAL AID HIGHWAY PROJECT, ALL PURSUANT TO IC 36-1-12-18

**Whereas**, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24 (3), has heretofore authorized and approved a public works project for street construction and other improvements in the public roadway through the assistance of federal highway aid funds, with the project commonly known as the **Kennedy Avenue Reconstruction Project**;

**Whereas**, In the course of the construction, reconstruction, or repair of the Kennedy Avenue Reconstruction Project, it has become necessary to change or alter the original specifications of the project;

**Whereas**, First Group Engineering (FGE), Incorporated, a licensed engineer performing construction engineering services on this project, at the request of the Town through its Public Works Director, has specifically identified and presented descriptions of such changes as one (1) proposed addenda, to be known as the *twelfth addenda* to the original construction contract with Grimmer Construction, Inc., particularly in support of changes in costs associated with items outlined in the order document which has a net effect of increasing the contract cost; and

**Whereas**, There are sufficient and available appropriations balances on hand to support any additional payments, if required, under the agreement, pursuant to IC 5-22;

**Whereas**, The Town of Highland, through its Town Council which is also the Board of Works, now desires to accept and issue the orders for change as described;

**Now Therefore Be it hereby Ordered** by the Town Council of the Town of Highland, Lake County, Indiana;

**Section 1** That the Twelfth Addenda to the Construction Contract R-30936-A with Grimmer Construction, Inc. for the **Kennedy Avenue Reconstruction Project**, as prepared by First Group Engineering, Incorporated, a licensed engineer performing construction engineering services on this project, are hereby determined to be directly related to the original project and are hereby approved, adopted and ratified in each and every respect;

**Section 2.** That the twelfth addendum is hereby ordered to be known as **Change Order No. 12**, issued to add net increases to the original agreement in the net increased amount of fifteen thousand, three hundred thirty-six dollars and no cents (\$15,000.00);

**Section 3.** That the adoption and approval of the change order numbered 12, has the aggregate effect of producing a net increase of one hundred ninety-six-thousand, two hundred ninety-four dollars and nine cents (\$196,294.09), bringing the total value of the entire agreement with any and all change orders approved to date to seven million, five hundred thirty-one thousand, nine hundred thirty-two dollars and eighty-nine cents (\$7,531,932.89);

**Section 4.** That as any additional units of materials included in the original contract become needed, the cost of these units in this change order be the same as those shown in the original contract, all pursuant to IC 36-1-12-18(f);

**Section 5.** That the total of all change orders issued that increase the scope of this project may not exceed twenty percent (20%) of the amount of the original contract, that original being seven million, three hundred-thirty-five thousand, six hundred thirty-eight dollars and eighty cents (\$7,335,638.80) which may not exceed eight million, eight hundred two thousand, seven hundred sixty-six dollars and twenty cents (\$8,802,766.20) all pursuant to IC 36-1-12-18(d);

**Section 6.** That the proper officers hereby be and are authorized to execute the necessary documents with their signatures.

**Be it So Ordered.**

**DULY, PASSED and ORDERED BY** the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 9<sup>th</sup> day of February 2010 having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Mark A. Herak, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA  
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

2. **Proposed Ordinance No. 1451:** An Ordinance Amending the Highland Municipal Code, by amending Section § 32.27, subdivisions A and B Fixing the Standing Plenary Meetings of the Town Council, pursuant to IC 36-1-3 and IC 36-10-2 et seq.

The Town Council by general consent declined to act on the ordinance being considered in an effort to accommodate a work schedule change for Councilor Novak. Councilor Novak expressed a desire to review his schedule and then inform the approach of the Ordinance amendment.

3. Consideration and Authorization for the Community Events Commission to contribute the amount of \$4,158 to the Parks and Recreation Department in order to support the costs totaling \$12,474 to electrical fixtures and related systems at the Main Square Park.

Councilor Zemen moved to authorize the Community Events Commission to contribute the amount of \$4,158 to the Parks and Recreation Department as described. Councilor Novak seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The authority to make the described payment was approved.

4. Action to approve overtime payments for Exempt Salaried Personnel, pursuant to Section 3 of Ordinance No. 1375 the Wage and Salary Ordinance, as amended and Section §4.03.01 of the Compensation and Benefits Ordinance. This waives the provisions of Section § 2.01 of the Compensation and Benefits Ordinance.
  - (A) *The Metropolitan Police Chief requests favorable action for P. Vassar, who is an exempt salaried employee, assistant chief and patrol division commander, in the amount of \$100.00.*
  - (B) *The Metropolitan Police Chief requests favorable action for R. Potesta, who is an exempt salaried employee, and investigations division commander, in the amount of \$100.00.*

Councilor Zemen moved to approve the overtime payment for Assistant chief Pat Vassar. Councilor Kuiper seconded. Upon a roll call vote, there were four affirmatives, no negatives and one abstention. With Councilors Zemen, Novak, Kuiper and Herak voting in the affirmative and Councilor Vassar abstaining, the motion passed. The overtime payment was approved. It was noted that Councilor Vassar abstained because the vote involved his brother and he was concerned about the appearance of a conflict of interest.

Councilor Zemen moved to approve the overtime payment for Commander Ralph Potesta. Councilor Novak seconded. Upon a roll call vote, there were five affirmatives, no negatives. The motion passed. The overtime payment was approved.

5. Action to approve compensatory time off for Exempt Salaried Personnel, pursuant to Section §4.03.01 of the Compensation and Benefits Ordinance. This waives the provisions of Section § 2.01 of the Compensation and Benefits Ordinance.

- (A) *Request from Clerk-Treasurer to permit the Deputy Clerk-Treasurer to use 40 hours of compensatory time (accrued and recorded as real hours no premium) as paid time off.*
- (B) *Request from the Metropolitan Police Chief to permit G. Georgeff to (ratify) use of 1 hour of compensatory time as paid time off.*
- (C) *Request from the Metropolitan Police Chief to permit himself to (ratify) use of 11 hours of compensatory time as paid time off.*
- (D) *Request from the Metropolitan Police Chief to permit P.Vassar to (ratify) use of 3.5 hours of compensatory time as paid time off.*

Councilor Zemen moved to approve the use of compensatory time off by the exempt salaried employees, Deputy Clerk-Treasurer Katy Dowling, Commander Georgeff, and the Metropolitan Police Chief, Peter T. Hojnicky. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The compensatory paid time off for exempt salaried employees was approved.

Councilor Kuiper moved to approve the use of compensatory time off by the exempt salaried employee, Assistant Metropolitan Police Chief Patrick Vassar. Councilor Novak seconded. Upon a roll call vote, there were four affirmatives, no negatives and one abstention. With Councilors Zemen, Novak, Kuiper, and Herak voting in the affirmative and Councilor Vassar abstaining, the motion passed. The compensatory paid time off for exempt salaried employee, Patrick Vassar was approved. It was noted that Councilor Vassar abstained because the vote involved his brother and he wished to avoid an actual or any appearance of a conflict of interest.

- 6. Action to approve senior citizen discount on monthly solid waste user charge, pursuant to Section §170.08 (B) of Chapter 170 of the Highland Municipal Code.
  - (A) *The Clerk-Treasurer presents the request of Carol Ossanna for favorable action to approve senior citizen discount on monthly solid waste user charge.*
  - (B) *The Clerk-Treasurer presents the request of Joseph Nemeth for favorable action to approve senior citizen discount on monthly solid waste user charge.*
  - (C) *The Clerk-Treasurer presents the request of Phyllis Eastman for favorable action to approve senior citizen discount on monthly solid waste user charge.*

Councilor Novak moved to approve the applications as presented and grant the senior citizens rate discount to the named applicants. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The discounts were approved.

- 7. Action of the Town Council as appointing authority to consider approval of the Annual Conflict of Interest Disclosure Statement filed by James Turoci, possessing ownership in Baxter Printing, Inc. which provides printing services for the Municipality from time to time. Mr. Turoci is also a member of the Town Board of Metropolitan Police Commissioners. This filing is pursuant to IC 35-44-1-3.

Councilor Zemen moved to approve the Conflict Disclosure Form as filed by Commissioner Turoci. Councilor Novak seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The form was approved.

#### **Comments from the Town Council Members**

##### **Councilor Bernie Zemen:**

Councilor Zemen commented on how he was riding along with the Snow Plow drivers. He enjoyed this.

*Amend the Agenda.* Councilor Zemen moved to amend the agenda to permit consideration of action to authorize the Town Council President to negotiate for the purchase of property. Councilor Kuiper seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The agenda was amended.

**Action to Authorize the Town Council President to Negotiate for the Purchase of Property.** Councilor Zemen moved to authorize the Town Council President to negotiate for the acquisition of properties located at 3305 Ridge Road and 8745 Cottage Grove. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The Town Council President was authorized. *(It is noted that these properties were the subject of a previously adopted resolution, Resolution No. 2009-62, adopted December 14, 2009, in which the appraisals had been obtained pursuant to IC 36-1-10.5 et seq.)*

**Councilor Dan Vassar:**

Councilor Vassar had no comments.

**Councilor Brian Novak:**

Councilor Novak had no comments.

**Councilor Konnie Kuiper:**

Councilor Kuiper had no comments.

**Councilor Mark Herak:** *Town Executive*

Councilor Herak offered congratulations to Colin Peterson, a worker in Public Works Department, and his wife on the birth of their first child, a daughter named Rory.

**Comments from the Public or Visitors.**

There were no comments.

**Payment of Accounts Payable Vouchers.** Councilor Kuiper moved to allow the accounts payable vouchers as filed on the pending pay docket, covering the period January 26 through to February 09, 2010. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The accounts payable vouchers were allowed and the clerk-treasurer was authorized to make payment.

**General Fund, \$329,229.87 Motor Vehicle Highway and Street (MVH) Fund, \$27,528.72; Law Enforcement Continuing Education and Training Fund, \$881.26; Corporation Bond and Interest Fund (NOT EXEMPT DEBT SERVICE), \$235,125.00; Flexible Savings Account (FSA) Agency Fund, \$320.64; Insurance Premium Fund, \$117,053.77; Information and Communications Technology Fund, \$5,694.98; Centennial Commission Fund, \$348.32; Rainy Day Fund, \$53,000.00; Police Pension Fund, \$58,254.70; Municipal Cumulative Capital Development Fund, \$30,626.56; Safe Neighborhood Fund, \$1,400.00; Special Public Safety Fund, \$3,087.00; Total: \$862,550.78.**

**Adjournment.** Councilor Kuiper moved that the regular meeting be adjourned. Councilor Novak seconded. Upon a vote *viva voce*, the motion passed. The regular (rescheduled) meeting of the Town Council meeting of **Tuesday, February 09, 2010** was adjourned at 7:39 O'clock p.m.

*Study Session.* The Twenty-Sixth Town Council of the Town of Highland, Lake County, Indiana met in a study session immediately following the regular but rescheduled meeting on Tuesday, February 09, 2010 at 7:45 O'clock P.M. in the regular place, the upper meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.



*Silent Roll Call:* Councilors Bernie Zemen, Mark A. Herak, Dan Vassar, Brian Novak and Konnie Kuiper were present. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**Also Present:** Brad Skillman, President of the Skill Corporation; Scott Cherry, Manager of the Skillman Corporation; Alex M. Brown, CPRP, Superintendent of Parks and Recreation were also present.

#### **General Substance of Matters Discussed**

1. The Town Council, joined by Mr. Skillman and Mr. Cherry discussed the services that the Skillman Corporation provides. The discussion included a discussion in which the differences between conducting a public works project with a general contractor and a project management firm were explored and distinguished.

It was represented by the Skillman representatives that a charge of 3% to 5% of the cost of the project was its customary charge for services it provides.

The discussion included the work of project manager with an architect, and with other contractors associated with a public works project or a parks improvement project.

The discussion included a colloquy regarding the use of Highland workers or contractors when and where possible.

There being no further business to discuss, the Study Session immediately following the Regular (rescheduled) Meeting of the Highland Town Council, of **Tuesday, February 09, 2010 was adjourned at 8:24 O'clock p.m.**

Michael W. Griffin, IAMC/MMC/CPFA  
Clerk-Treasurer